



## SECRETARY OF STATE CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	SECRETARY OF STATE	<b>RELEASE DATE:</b>	Friday, June 22, 2007
<b>POSITION TITLE:</b>	Chief, Business Programs Division	<b>FINAL FILING DATE:</b>	Monday, July 9, 2007
<b>CEA LEVEL:</b>	CEA 2	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 7,558.00 - \$10,174.00 / Month	<b>BULLETIN ID:</b>	06222007_7

### POSITION DESCRIPTION

Under the general direction of the Secretary of State, the Chief, Business Services Division is responsible for the following:

- Plans, organizes and directs the Business Programs Division of the Secretary of State's office.
- Represents the Secretary of State on Business Programs Division matters in meetings and conferences before a wide range of audiences.
- Directs and participates in the analysis of the Business Programs Division's legislative measures and policy changes and develops and implements program technical support recommendations.
- Directs the management and control of sophisticated office automation, workload measurement, program budget, public relations and program technical studies.
- Establishes and evaluates ongoing measures to expand and improve the programs' administrative systems, enhance systems to the client public and oversee the development of program policies.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code

Section 18992.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief, Business Programs Division**, with the **SECRETARY OF STATE**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of a Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate education and experience as it relates to the "Evaluation Criteria" listed below. The evaluation will constitute 100% of the candidate's score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All applicants will be notified of the results of this examination.

Hiring interviews may be conducted with only the most qualified candidates if it is deemed necessary to make a selection.

The results of this examination may be used to fill subsequent vacancies provided that: The vacancy occurs within the next 12 months; the vacancy is in this or a closely related area/specialty; the level of the vacancy is at or below that which is being tested; or a new examination may be scheduled.

**Application packets received without a clearly titled Statement of Qualifications will be eliminated from the entire examination process. A Resume is optional and DOES NOT take the place of the Statement of Qualifications.**

### **Evaluation Criteria:**

The Statement of Qualifications must indicate total years of experience (and civil service classification, if applicable) performing each of the activities included in the evaluation criteria. The statement shall be no more than two pages in length and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position. Factors that will be utilized in the evaluation are:

1. Describe your experience with (or knowledge of) the Secretary of State's Business Programs Division that includes the Business Entities, Notary Public, Special Filings and Uniform Commercial Code functions.
2. Describe your experience in representing a constitutional office before a wide range of audiences such as but not limited to legislative committees, governmental organizations and constituent groups.
3. Describe your experience with the legislative hearing process.
4. Describe your experience dealing with EEO and Labor Relations issues.
5. Describe your experience in coaching employees and creating a work environment that stimulates learning, encourages growth, and recognizes individual achievements.

### **FILING INSTRUCTIONS**

**Interested applicants must submit:**

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

SECRETARY OF STATE, Human Resources  
1500 11th Street, Suite 475, Sacramento, CA 95814  
Mike Green | 916-653-6354 | michael.green@sos.ca.gov

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The SECRETARY OF STATE reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>